



## **Londonderry Police Department Request for Information Form**



### **INSTRUCTIONS FOR REQUESTING INFORMATION**

Please fill out your Request for Information Form completely, and remember to state in writing why you are requesting the information.

You must appear in person with photo identification to submit your request.

If what you are requesting does not need to be reviewed by the Chief of Police you will receive an immediate response to your inquiry.

If your request needs the attention of the Chief of Police, there will be a delay in obtaining any records, as the Chief will make the final decision based on Privacy and Right to Know guidelines.

If you have court issues pending, please submit your request in a timely manner, so that it can be dealt with without causing yourself a delay.

There will be a fee charged for each report or incident that you request. You will receive a bill that you will take to the Town Clerk's office and make payment on. They will give you a paid receipt to be returned to us, and at that time you will receive your paperwork. The cost will depend upon the number of pages with the report.

Our hours of operation are Monday through Friday 8:30am until 3:30pm. We are closed to the public on Saturdays, Sundays, and holidays.

Should you have any question's please contact the Londonderry Police Department Records Section at 432-1101.

